

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE7018214

Date Posted: 10/22/13

POSITION NO: 242772

Closing Date: 11/04/13

CLASS CODE: 3666

POSITION TITLE: Head Start Health & Nutrition Specialist

DEPARTMENT NAME: Navajo Head Start - Administration

DEPARTMENT NO: 701 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: AA65A

Days: M - F

Permanent: ☒

SALARY:

Hours: 8 am - 5 pm

Temporary: ☐

Duration: \$ 44,865.60 Per Annum

Part-Time: ☐

No. of Hrs/Wk: \$ 21.57 Per Hour

DUTIES AND RESPONSIBILITIES:

Provide professional expertise and oversight of the Health and Nutrition services of the Navajo Head Start program. Ensures compliance with the Head Start Performance standards and applicable local, Navajo Nation, State and federal regulations. Plans, organizes, direct and supervises a broad range of health and nutrition services for Navajo Head Start and Early Head Start children, families and staff. Ensures Navajo Head Start is in compliance with Head Start Performance Standards, Family Education Privacy Act and other pertinent tribal, state, and federal regulations and guidelines. Develops and implements overall health and nutrition strategic plans consisting of a monitoring component of children's health and nutrition requirements. Monitors mandated health screenings and program evaluations utilizing the Child Plus database. Analyzes and interprets child data to identify children with specific health problems such as overweight and anemia and to improve program effectiveness. Identify, recognize and assess the health and nutrition needs of enrolled children through health screenings and/or classroom observations. Review and maintain information/data on discussions with family and center staff regarding the child's health and nutrition needs.

Conduct health education and health care services in collaboration with state, federal and county public health, Indian Health Services, primary health providers, occupational safety and health, environmental health, Navajo Health Services, and tribal, state, federal programs and public safety personnel.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A Bachelor's degree in Early Childhood Education, Health and/or Nutrition or a closely related field; and five (5) years of work experience in early childhood, grants and program management, two (2) years of which must have been in a supervisory capacity; OR a Master's degree in Early Childhood Education, Health and/or Nutrition or a closely related field; and three (3) years of work experience in early childhood, grants and program management, two (2) years of which must have been in a supervisory capacity.

(To receive full credit for education, certification, or licensure, copies of transcript, degrees, certificates, licenses, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the principles and practices of educational administration and processes. Knowledge of Navajo Nation, Head Start Performance Standards, federal, state and local laws, codes, regulation and guidelines governing aspects of tribal operations relative to program responsibilities. Knowledge of budget and reporting systems, program analysis and performance measures

License/Certification Requirements:

Position requires a background check and suitability assessment prior to employment; and must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99